

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Water Utilities Series

**WATER AND WASTEWATER ECONOMIC ANALYST**

03/01 (LBT)

*Summary*

Under direction, analyze, develop and implement economic and socio-economic studies and models designed to ensure that the El Paso Water Utilities' capital infrastructure projects, rate models and long-range financial plans are built on valid economic assumptions and theory.

*Typical Duties*

Formulate short and long range plans contributing to strategic fiscal goals. Involves: working with top level management and outside consultants on projects which affect rate setting procedures; participating in development of water, wastewater and reclaimed water rate structures and rates to ensure that all rates and fees used by the department meet American Water Works Association (AWWA) cost of service standards and criteria; analyzing, evaluating and recommending prioritization of water, wastewater and reclaimed water projects and customer impacts; participating in the development and administration of financial reports and economic analysis studies related to Public Service Board's (PSB's) economic strategy and detail as included in PSB's Strategic Plan; performing special studies of the economic impact of urban growth and making annual and long-range revenue projections; reviewing and analyzing changes in demand for services, prioritization of capital infrastructure projects, utilization of assets including the Utilities' land assets and its impacts on short and long-range revenue and expenditure forecasts; participating in financial studies to determine availability of resources for funding programs or capital projects; developing measurement criteria and analyzing results to determine the effectiveness of short and long-range plans in providing resources and revenues to support the forecasted expenditures; participating in multi-year revenue and expenditure forecasting and analysis; providing comprehensive analysis of special projects as needed; streamlining work processes, decreasing turnaround time and continuously striving to improve operations.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers, as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in economics, Business management and Finance or related field and four (4) years of professional level experience in economic or statistical analysis and research; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: financial and business management theories and principles; econometric, multi-variant and time series analyses; price theory; research techniques, methods and procedures; capability, limitations and technical applications of statistical and econometric software; fundamental accounting principles, budgeting methods, forecast modeling and financial planning analytical tools.

Ability to : synthesize and integrate complex socio-economic relationships and analyze specific governmental issues to formulate practical recommendations for the solution of problems; analyze, interpret and report research findings in a clear, complete, and logical form; meet deadlines in producing and revising studies as needed; explain technical financial and economic problems in simple non-technical language; comprehend and make inferences from written material; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with officials, board members, fellow employees and the general public.

Skill in the operation and care of; personal computer and network work station, including use, design and applications of associated statistical, database, spreadsheet and work processing software packages.

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Director of Personnel

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Department Head